



## ELEMENTARY KEYBOARDING

### **1 Minute Timed Writing** - 90% hfw

Keep in home position all of the fingers	8
not being used to strike a key. Do not	16
let them move out of position for the next	24
letters in your copy.	28
Prize the control you have over the	35
fingers. See how quickly speed goes up	43
when you learn that you can make them	50
do just what you expect of them.	57

1      2      3      4      5      6      7      8



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Good form means to move with speed 8  
and quiet control. My next step will be to 16  
size up the job and to do the work in the 25  
right way each day. 34

To reach my goal of top speed, I have 43  
to try to build good form. I will try for the 52  
right key each time, but I must do so in the 59  
right way.

1 2 3 4 5 6 7 8